



**DEPARTMENT OF CORRECTIONS  
MONTANA STATE PRISON  
OPERATIONAL PROCEDURE**

Procedure No.: MSP 1.2.8	Subject: <b>PROCUREMENT</b>	
Reference: DOC Policy No. 1.2.8		Page 1 of 2
Effective Date: May 1, 1996		Revision: new effective date - October 14, 2009
Signature/Title: /s/ Mike Mahoney / Warden		
Signature/Title: /s/ Gayle M. Lambert / MCE Administrator		

**I. PURPOSE**

That procurement is administered in a fair, legal, and cost effective manner and the activities are in compliance with Montana State Statute, Montana Operations Manuals, Purchasing Authority Agreement between the Department of Administration and the Department of Corrections, the Department's Contracting and Purchasing Procedures manual, and specific goals and objectives of the Department.

**II. DEFINITIONS**

Procurement - the obtaining of property for state use by lease, rent, or purchase.

**III. PROCEDURES**

**A. Purchasing Procedures**

Purchasing procedures for Montana State Prison will comply with Sections 18-4-101 through 18-4-407, Sections 18-5-101 through 18-5-504, and Sections 18-7-101 through 18-7-307, MCA; Volume I, Chapters 600 and 700, Montana Operations Manual (MOM); the Purchasing Authority Agreement between the Department of Administration and the Department of Corrections; and the Department's Contracting and Purchasing Procedures Manual.

**B. Controlled Purchases**

Montana State Prison is required to use the controlled purchases procedures established by the State Purchasing and Graphics Bureau outlined in Sections 18-4-101 through 18-4-407, Sections 18-5-101 through 18-5-504, and Sections 18-7-101 through 18-7-307, MCA; Volume I, Chapters 600 and 700, Montana Operations Manual (MOM); the Purchasing Authority Agreement between the Department of Administration and the Department of Corrections; and the Department's Contracting and Purchasing Procedures Manual.

**C. Exceptions**

Montana State Prison will comply with exception purchases outlined in Sections 18-4-101 through 18-4-407, Sections 18-5-101 through 18-5-504, and Sections 18-7-101 through 18-7-307, MCA; Volume I, Chapters 600 and 700, Montana Operations Manual (MOM); the Purchasing Authority Agreement between the Department of Administration and the Department of Corrections; and the Department's Contracting and Purchasing Procedures Manual.

**D. Specifications, Awarding Bids, and Receipt and Inspection of Goods**

Specifications, awarding bids, and receipt and inspection of goods will be accounted for as outlined in Sections 18-4-101 through 18-4-407, Sections 18-5-101 through 18-5-504, and

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Sections 18-7-101 through 18-7-307, MCA; Volume I, Chapters 600 and 700, Montana Operations Manual (MOM); the Purchasing Authority Agreement between the Department of Administration and the Department of Corrections; and the Department's Contracting and Purchasing Procedures Manual.

**E. Purchasing Documents**

Montana State Prison's documentation of purchases will be accounted for in compliance with Sections 18-4-101 through 18-4-407, Sections 18-5-101 through 18-5-504, and Sections 18-7-101 through 18-7-307, MCA; Volume I, Chapters 600 and 700, Montana Operations Manual (MOM); the Purchasing Authority Agreement between the Department of Administration and the Department of Corrections; and the Department's Contracting and Purchasing Procedures Manual.

**F. Purchase Compliance**

The Wardens, Superintendents, and Division Administrators are responsible for ensuring Department compliance with these procedures.

**G. Purchase Authorization**

Special purchase authorization may be granted through an agreement between the Department of Administration and the Department of Corrections.

**V. CLOSING**

Questions concerning this policy shall be directed to the Warden's Office.

**V. ATTACHMENTS**

(none)